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Minimum Qualification Specifications
for the Class:

CHIEF INVESTIGATOR

Basic Education/Experience Requirements:

Graduation with a bachelor's degree from an accredited college or university. Excess experience of the type and quality described below, or any administrative, professional, analytical or other responsible work which required a high degree of analytical skill may be substituted for education on a year-for-year basis.

Experience Requirements:

Except for the substitution provided for below, applicants must have had the types and amounts of experience described in the statements immediately following or any equivalent combination of training and experience:

Specialized Experience: Four and one-half (4-1/2) years of progressively responsible investigative experience which demonstrated: (1) initiative, ingenuity, resourcefulness, and judgment required to collect, assemble, and develop facts and other pertinent data; (2) ability to think logically and objectively, to analyze and evaluate facts, evidence and related information, and arrive at sound conclusions; (3) skill in written and oral reports and presentation of investigative findings in a clear and concise manner; and (4) tact, discretion and capacity for obtaining the cooperation and confidence of others. The following are examples of qualifying experience:

1. Investigative experience as a member of a military intelligence or criminal investigative component in any of the branches of the armed forces or in any of the public service, in which the principal duties consisted of the supervision of or the independent conduct of investigations of security, intelligence, or criminal cases, the preparation of comprehensive documented reports, and responsibility for testifying in court;
2. Investigation of complex casualty or insurance claims which included a substantial number of cases involving suspected crimes or alleged fraud;

3. Investigation of criminal cases for practicing attorneys requiring the use of recognized investigative methods and techniques;
4. Experience in the general practice of criminal law which required appearing in court and interviewing suspects and witnesses, or which required a substantial amount of complex criminal investigative work;
5. Experience as a uniformed law officer where the principal duties were criminal investigations requiring the use of a variety of investigative methods and techniques such as surveillance, assuming an undercover role, etc.; and
6. Investigations concerning compliance with, or violations of, governmental law, rules and regulations which involved extensive fact-finding and reporting activities. Typically, this would include determining facts, developing evidence, securing information, preparing comprehensive documented reports and testifying in court.

Supervisory Experience: One (1) year of experience which included: (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work; and (5) training and developing of new employees.

Applicants' overall experience must have demonstrated the possession of at least one (1) year of experience comparable in scope, complexity and responsibility to work experience characteristic of the class Investigator VI or two (2) years of experience comparable in scope, complexity and responsibility to work experience characteristic of the class Investigator V in the State service.

Administrative Aptitude: Applicants must possess administrative aptitude. Administrative aptitude will be considered to have been met for this level when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involve administrative problems (e.g., in planning, organizing, promoting and directing a program providing staff advice and assistance); interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems

and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

Non-Qualifying Experience:

There are some types of experience which are related to investigative work but which are not acceptable and applicants who offer only these kinds of experience will be disqualified. Experience is not acceptable if: (a) it has not afforded training in, or required the application of the knowledge, abilities and skills described above; or (b) it has been acquired in essentially clerical tasks or assignments. Examples of the kinds of experience which are not qualifying are:

1. Experience in performing the normal duties of a policeman, guard, watchman, or private detective assigned principally to the protection of life or property, or similar experience in other types of positions;
2. The investigation of minor insurance damage claims or of the financial standing of individuals or firms for credit associations or for collection agencies; and
3. Experience as an inspector whose principal duties were to examine materials, plant and public facilities, equipment, animals, poultry, food, drugs, premises, insects, etc., to determine whether they conform to prescribed specifications or standards.

Substitutions Allowed:

Substitution for Specialized Experience: Possession of a law degree from a recognized law school may be substituted for two (2) years of Specialized Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she

has the ability to perform the duties of the position for which he/she is being considered.

License Required:

Applicants must possess a valid license to drive in the State of Hawaii.

Firearms Requirement:

Applicants must meet all State and federal requirements applicable to the carrying, possession and use of firearms and ammunition, and possess demonstrated knowledge of and the ability to properly use firearms.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants must qualify on an appropriate examination for the class. For non-competitive actions, the examination may be waived.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without

reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the minimum qualification specification for the class CHIEF INVESTIGATOR, approved on October 3, 1997.

DATE APPROVED: 5/13/02

_____/s/Dawn M. Young
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